

## **PROPOSAL FOR ANNUAL MAINTENANCE CONTRACT**

Dear Sir,

Sub: Proposal for annual maintenance contract

We have supplied our OLTC type .....Along with ..... Transformer of M/s  
.....

As you are aware, the OLTC is a vital part of the transformer and is used for correcting the transformer secondary voltage by changing tapping position. There are large numbers of mechanical & electrical components, which are subjected to stringent mechanical & electrical stresses. Every tap change operation results in to arcing between the contacts & thus carbonizing the tap-changer & erosion of contact. It is therefore necessary to maintain the OLTC on periodical basis to ensure uninterrupted trouble free service.

Although OLG OLTCs require little maintenance, it needs expertise & regular monitoring of its performance to ensure trouble free service & extended utility for the equipment.

We recommend the preventive maintenance should be carried out at least once a year and should be done in a planned manner to ensure that there is no interruption to the normal functioning of the equipment.

We offer annual maintenance contract to all our esteemed customers for our products.

Under this contract On Load Gears Pvt. Ltd., shall undertakes to maintain the on-load tap-changer for the contract period from 1 year to 3 years as agreed. Services covered under this contract are as follows:

- One service visit per year during the period of contract. The date of service call shall be decided by the customer with 2-week notice to OLG. The OLTC should be made available to our service technician as & when our technician reaches the site. During this visit following services shall be provided.
- Servicing & inspection of Drive mechanism. The details are as per the check list in annexure. Under AMC period the Gear Box side if any Replacement of any defective or damaged parts free of cost (Except Aux. Transformer, Motor, ECU & ROD).
- Inspection of Selector/Diverter Switch as per the check list.

- Replacement of the Selector / Diverter (Fixed, Moving contacts if needed). The replacement of components will be charged extra.(on the time of inspection our engineer will check and confirm the spares healthy and list of recommended spares)
- All functional checks/tests on OLTC.

#### 1. Break Down Maintenance:

Under any break down of the equipment during this contract period our service technician shall visit the site on priority within reasonable time on intimation. This visit will be on nominal charges. Material cost for replacement to damaged part will be charged separately. AMC contract charges are exclusive of travel & accommodation.

#### AMC Service charges

LOCATION	1 YEAR AMC	2 YEAR AMC	3 YEAR AMC	Additional visit charges / visit
Chennai & Surrounding within 70 Km radius	<u>11000</u>	<u>20000</u>	<u>29000</u>	<u>3500</u>
Chennai & Surrounding 71 to 500 Km radius TN, Kerala, Andra, Karnataka	<u>13000</u>	<u>24000</u>	<u>33000</u>	<u>7000</u>
Chennai & Surrounding within above 500 Km radius TN, Kerala, Andra, Karnataka	<u>15000</u>	<u>29000</u>	<u>36000</u>	<u>7000</u>
MP, Maharastra, CG, Orissa, Goa	<u>17000</u>	<u>33000</u>	<u>42000</u>	<u>9000</u>
All other state	<u>19000</u>	<u>37000</u>	<u>49000</u>	<u>9000</u>

#### 2. Terms & Conditions

The liability of On Load Gears Pvt. Ltd., shall be limited to providing services & replacing spares as covered by this contract & On load Gears shall not be liable for damages, injuries, death or any consequential damages of what so ever nature to any person or property.

- With regards to repairing/replacing worn-out/defective parts and ascertaining proper functioning of the equipment, the decision of OLG shall be final.
- Painting of the tank & parts are not covered under this contract.
- This contract is not terminable before the expiry of the contract.
- The contract should be renewed before expiry of the service contract to ensure continuity of preventive maintenance. Renewal after expiry of contract may require inspection & certification for healthiness of the equipment by OLG's authorized representative. The inspection & certification cost will be extra depending upon the place of installation.
- Payment 100% Before against of our Performa invoice.

## **ANNEXURE**

### **MAINTENANCE CHECK LIST**

#### **A. Drive Mechanism:**

Visual check for the condition & functioning of:

- i) Electronic control unit (ECU)
- ii) Heater
- iii) Motor
- iv) Remote operating device (ROD)
- v) Aux. transformer
- vi) Geneva Assembly
- vii) Rotation of Gears
- viii) Limit switches
- ix) Main Spring
- x) Condition of sealing gaskets
- xi) Lubrication/ greasing of rubbing parts

#### **B. Selector/Diverter Switch:**

- i) Erosion of fixed contact
- ii) Erosion of Moving contacts: Spring dimension.... mm (Max. allowed 3mm)
- iii) Condition of Terminal Board
- iv) Phase board
- v) Lead clearance

### **c. Functional checks/tests on OLTC:**

- i) Raise/Lower Operations.
- ii) Step – by – Step Operation.
- iii) Tap position Indication.
- iv) Limiting Devices.
- v) Operation counter.
- vi) Manual Operation of the Drive Mechanism.
- Vii) Local/Remote/Auto Operation

### **D. AMC Benefits for OLTC**

1. Increases the life of your On load Tap Changer
2. Better Returns on Investment. (The AMC Cost comes out to be less than 6% to 8% of the OLTC cost).
3. Cost-effective In case there's damage, repairing cost will be very less than the cost of new OLTC Regular maintenance of Equipment will ensure no major damage occurs for a longer period.
4. Healthy life of your Sub Station. Your Electrical Substation is a major and costly part of any Electrical transmission & distribution system. A healthy transformer and OLTC can assure a healthy electrical system.
5. Optimum performance by your Electrical equipment.
6. If any breakdown call within Tamilnadu Region 8Hrs and Northern Region 12Hrs to 15Hrs. We send our engineer and resolve the problem with in the time limit.
7. We achieve our time resolution to close the service call.
8. We monitor our AMC Customers every month OLTC smooth operation by phone call.
9. We give special discount for our AMC customers.
  - a. Motor, Aux.Transformer, ECU (Electronic control Unit), ROD (Remote operating device) – 15% discount.
  - b. Fixed contacts, Moving contacts, Epoxy board, FRP materials, Resistance Ring – 10% discount.